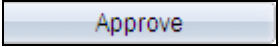# How to Approve Subordinate Time

| Step | Action |
|---|---|
| 1. | Navigate to this website to begin:  http://www.in.gov/spd/instep<br><br>Enter your **User ID** and **Password** into the appropriate field.<br><br>A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.<br><br>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. |
| 2. | Click the **Manager Approval** link in the State of Indiana Time & Labor box (bottom left on the screen.<br><br>Manager Approval<br>Manager Time Approval |
| 3. | Click the **Get Employees** button.<br><br>Get Employees |
| 4. | You will now see the employees who directly report to you.<br><br>*If you wish to enter time for a different pay period, you may change the **Date** field and click the green **Refresh** button.* |
| 5. | Locate the employee for whom you need to submit time and click on their name *(this should be a hyperlink).* |
| 6. | Review the time submitted by the employee and ensure the time submitted is accurate. |
| 7. | Once you have reviewed the time reported is accurate you will want to select all the dates recorded.<br><br>Click the **Select All** link. Select All |
| 8. | Click the **Submit** button.<br><br>Approve |
| 9. | A confirmation screen will pop up to confirm your submission.  Click the **Yes or Ok** button.<br><br>Yes |
| 10. | If you have multiple employees to approve you can select the **Return to Select Employee** link at the bottom of the page. |